

RFP CYF 19-06 Questions/Answers
ADDENDUM #1

TO: ALL POTENTIAL BIDDERS

FROM: Ryan Bolles
DSCYF – Procurement Administrator

DATE: April 5, 2019

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS (RFP) – CYF19-06 System of Care Expansion Implementation

The following is a list of questions and responses received to date and one clarification:

1. **Bidder question:** Can the state clarify the number of Family Peer Support hours needed?
State Response: The current Family Peer Support program under the existing System of Care program provides approximately 300 hours of Family Peer Support services per month statewide. This RFP is to award a contract(s) to provide those 300 hours per month statewide **PLUS** additional hours as a result of the current EXPANSION of the System of Care Program through this RFP. The unit cost offered by DSCYF for each unit of Family Peer Support is \$15.38 **per 15-minute unit**. The location and number of EXPANSION hours will be driven by the need and location of additional identified families. There is no guaranteed number of service EXPANSION hours at this time. In addition, the \$158,776 identified as Compensation for this service is now corrected to \$180,000 and it should be noted that this is the “maximum” the state has budgeted for this service at this time. **It is not a guaranteed amount to the successful bidder(s).**
2. **Bidder question:** Can the state clarify the number of Project Director hours needed?
State Response: The typical work day will be from 8 a.m. to 4:30 p.m. equivalent to a traditional full-time work week with some night and weekend work as necessary. The final compensation to be negotiated with the awarded bidder based on qualifications, experience and expertise.
3. **Bidder question:** Can the state clarify the number of Clinical Team Lead hours needed?
State Response: The typical work day will be from 8 a.m. to 4:30 p.m., Monday through Friday equivalent to a traditional full-time work week with some night and weekend work as necessary. The final compensation to be negotiated with the awarded bidder based on qualifications, experience and expertise.
4. **Bidder question:** Can the state clarify the number of Clinical Service Coordinator hours needed for each successful bidder?
State Response: The typical work day will be from 8 a.m. to 4:30 p.m., Monday through Friday equivalent to a traditional full-time work week for each successful bidder with some

night and weekend work as necessary. The final compensation to be negotiated with the awarded bidder based on qualifications, experience and expertise.

5. **State:** On page 4 of the RFP under Compensation the following item is being added:
Family Lead Services - the estimated all-inclusive annual compensation for Family Lead Services will be negotiated with the awarded bidder based on qualifications, experience and expertise.
6. **State:** The Description of Services below is being added to clarify the difference between the actual provider of the Family Peer Support service and the Family Lead who will recruit and support the families receiving the Family Peer Support and other System of Care services:

Professional Service Summary, Requirements, and Evaluation Criteria
Family Lead Services (Number of Individual Awards to be Determined)

****Please note that either individuals or agencies may apply for a contract to provide Family Lead Services****

Description of Service

The Family Lead works in full partnership with grant staff and partners in development, implementation, and evaluation of all grant activities. The Family Lead is responsible for leading all family involvement and family-driven care activities related to the implementation of the grant, including the development, implementation, and evaluation of a statewide strategic plan to increase family and youth involvement. They work directly with and support family members of children and youth receiving services through the DPBHS System of Care. The typical work day will be from 8 a.m. to 4:30 p.m., equivalent to a traditional full-time work week, with some night and weekend work required. Primary responsibilities of the Family Lead include the following:

- A. To recruit youth and families statewide to participate in the larger System of Care program beyond just the Family Peer Support portion of the program.
- B. To support youth and families in being active partners in decision making in the System of Care Program Expansion Implementation.
- C. Participate in any advocacy activities identified by either DSCYF or through the System of Care program

In addition to the responsibilities listed above, individuals/agencies must also be willing to participate in any and all related trainings. Individuals/agencies must also be willing to participate in any other grant-related activities including, but not limited to, collection of data, identification of goals, documentation/progress reports, community engagement/outreach/advocacy activities, participation in grant meetings/events, and so forth.

The grant funded contract will serve children statewide; therefore, each Family Lead staff member is required to have a valid driver's license **and the ability to travel statewide and reliable transportation**. The typical work day will be variable with some night and weekend work required.

Bidder Qualifications

- High school diploma or its equivalent (Bachelor's degree preferred).
- 18 years of age or older.
- Valid driver's license and reliable transportation.

- Knowledge and experience in utilizing a system of care approach or other family-driven treatment approaches.
- An ability to effectively use one's own experience to support others who are experiencing challenges and who are navigating the mental and behavioral health system.
- Demonstration of leadership and advocacy skills.
- Excellent communication skills.

Evaluation Criteria

- Possession of a high school diploma or equivalent [**Mandatory**] Preference may be given for an appropriate Bachelor's degree.
- Valid driver's license **and statement of reliable transportation** [**Mandatory**].
- Demonstrated ability to effectively use one's own experience to support others who are experiencing challenges and who are navigating the mental and behavioral health system. [20%]
- [40%]. Preference will be given for knowledge/experience working with trauma and child welfare systems
- Experience with children and families from diverse backgrounds. [20%]
- Experience with system of care or other family-driven treatment approaches [30%].
- An ability to effectively use one's own experience to support others who are experiencing challenges and who are navigating the mental and behavioral health system [20%].
- Demonstration of leadership and advocacy skills, knowledge of and experience with the System of Care framework, and reflection of excellent written communication skills [10%].

Feedback from references along with any experience DSCYF or other state agencies have with the bidder(s) will also be considered as the panel makes a recommendation for contract award.

All other terms and conditions remain the same.

If you have any questions, please contact H. Ryan Bolles at herbert.bolles@state.de.us or 302-633-2701